

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-! for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section. 87/202-02 FOR AGENCY USE FOR RECORDS MANAGEMENT USE 1. Agency Address Application Date OFFICE OF SECRETARY OF STATE Application Number GEORGIA REAL ESTATE COMMISSION 40 PRYOR STREET, SW, 2nd FLOOR **Application Number** Date Received Date Completed ATLANTA, GA 30303 MAY 1 0 1989 DEC 2 1987 2. Person to Contact **Working Title** Telephone Number 656-3916 Special Projects Coordinator Alice Black 3. Action Requested a.

Establish Retention Schedule; record will continue to accumulate. b. Dispose of present accumulation; no further accumulation anticipated. 80-234 □ Amend Application No. _ _ Check One: ☐ Change; ☐ Supercede; ☐ Void 4. Dates of Series 5. Records Series Title (followed by title used in office; if different) **Earliest** Latest 1974 Real Estate Inactive Individual License Files Present 6. Division and Office Function 6. Division and Office Function What is the function of the Division and the Office in which this record series is created?

The Real Estate Commission regulates the issuance and reissuance of licenses to real estate brokers, associate brokers, and salespersons, additionally establishing rules and regulations relating to the professional conduct of the real estate profession in Georgia. It accepts complaints, reviews misconduct, investigates alleged violations of State las or Commission regulations, and takes disciplinary action against a variety of improper procedures or unfair trake practices. In addition to reporting violations to the Attorney General for action to enjoin such practices, the Commission, after proper hearing, may censure a licensee, or suspend, revoke, or refuse to renew a license to practice. A license becomes inactive only when requested by licensee or when a broker releases a licensee without a transfer to another company. If fees are not paid the license becomes lapsed, not inactive. If the Commission revokes a license, it becomes a part of the investigation file. This file contains the following documents (include form numbers and titles, if any): 7. Record Series Description Åttach samples of the file. Documents relating to: Requesting the inactivation of real estate licenses by holders licensed in the State of Georgia. -"Released/Transfer" form requesting inactivation (no form number); Included are: -Wall license -Pocket card -Education Certificates Alphabetically by name of licensee. File is arranged: 8. Monthly Reference Rate How often are records referred to which are: 3___; Thirteen to twenty-four months old _ _; Seven to twelve months old _ One to six months old _ twenty-five months and older _____ ? 9. Annual Rate of Accumulation of Records Letter-size drawers . _; Legal-size drawers ___ __: Shelves _ __; Other *(specify)* ÀR-50-71; Rev. 76 (Over)

х	If not, where is	it?		
	b. Does the series	contain confidential information	requiring security handling? If yes, cite law or regulation	on.
	X			
	x c. Is this a vital re	have historical or long term resea	urch value?	
	 - 		necessary to keep the entire file for a long period, could	these
	- 1	cheduled separately?	1	
	x f, Is the informati	on contained in this series ever p	ublished? If yes, attach copy.	
			nalyzed and/or recorded in a summarized report?	
		opy.		
-1	-	cation of this series in your office		
	II Yes, Where:		nicrofilmed?	
х			out?	
11. Re	tention Requirements	The following require		
	State Law		•	years.
	Statute of limitation	years.		years.
C.	Federal law	years.	f. Federal retention instructions	years.
Α ₁	tach copy or excert of la	ws or regulations. Explain admin	histrative need.	
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	Administrative	Need: Verification of	Manual 520-1-36 f information for certifications. Files	7 May 2
			led for legal certifications.	з шау ,
			Total Total Colonial	
12. A	proved Disposition Instr	uctions This agency recomme	ends that the file series be cut off at the end of each:	
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		ds Center; hold6year(s),		
	Destroy.		(67, 57, 57, 57, 57, 57, 57, 57, 57, 57, 5	•
	-	es for permanent retention.	•	
	Other (Specify)		•	
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Т	hese instructions apply to	all prior and future accumulation	ns of the series.	•
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17	y Head/Designee (Signat		Records Management Officer (Signature)	Date /
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_	and the state of t	The state of the s	State Records Committee (Signature)	Date
Į.	nmendations in para-	Canan Audia/Dad	10 del	5989
	12 are approved. approved, attach letter	State Auditor/Designee	1/ / Lucio	3/10/
	lanation.)	Secretary of State/Designee	Edward Welder	5/8/89
			11/12	1-1
		Governor Attorney General/Designee	W.H. Kosan	5/10/89
AR-50-	-71; Rev. 76		Reverse Side)	

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INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

8x16

Application Date	1. Agency Address	FOR RECORDS MA	ANAGEMENT USE
· · · · · · · · · · · · · · · · · · ·	Office of Secretary of State Georgia Real Estate Commission 40- Pryor Street	Application Number 80-234	
Application Number	Atlanta, Georgia	Date Received FEB 2 7 1980	Date Completed MAR 1 9 1980
2. Person to Contact Alice Black	Working Title Supervisor		elephone Number -3916
b. Dispose of present a		different)	
the requirements collect fees from examinations. The or on-the-job trand maintain recurrent The Boards enfor	examining and licensing Boards est for licensing where policy is not mapplicants for licenses and for eey determine whether applicants havaining requirements. The Boards issords to certify that licensees are ce a professional code of ethics by tigations and presenting evidence to not a licensee.	contained in l xaminations ar e in fact met ue and revoke in fact proper receiving com	law. They ad conduct educational licenses ely licensed aplaints,
7. Record Series Description	This file contains the following documents (include form r	numbers and titles, if any	y):
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ES NO 10.	Questionnaire	(Place an "X"			
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x b.	If not, where is Does the series of		ential information	requiring security handling? If yes, cite law or regul	ation. ,
- -x-	Is this a vital rec	cord?			
	. 		or long term resea	arch value?	
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X f.				ublished? If yes, attach copy.	
x 5.	Is the illiformatic		n this series ever a	nalyzed and/or recorded in a summarized report?	
x h.			eries in your office	e, or in another office or agency?	
4 1	Is this series (or			microfilmed?	
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